



Addendum No. 1, Dated 11/19/2009

RE: Invitation To Bid (ITB) Furnish Janitorial Cleaning Contract
Service for the War Memorial Student Union and Annex

Dear Bidder:

The following companies were in attendance at the Mandatory Pre-Bid Conference held 10:00 a.m., CDT, November 17, 2009:

A.B.M. Ind	GCA Services Group	Total Management Group, LLC
Aero Shine Inc.	ICI Building Services, Inc.	
A.M.E. Services Inc.	Jani-King of Baton Rouge	
Aramark	Otis Corporation	
Associated Building Services	Primero Services	
Empire Services	The Dickerson Group Inc.	

The following notes were provided at the Mandatory Pre-Bid Conference:

- See Attached Handout

No additional inquiries were received from proposers by 4:00 p.m., Central Time, November 18, 2009.

Bidder should reference the addendum in the appropriate blank on the Proposal Response Form to acknowledge receipt of the addendum.

Sincerely,

Richard Himber

Richard P. Himber
Assistant Director of Purchasing

Attachment

Cc: Jonathan Ambrose
File



Custodial Pre-Bid Conference Tuesday 10:00 am
Room 228
Bo Finch representing Jonathan Ambrose

1. Paper towels - current paper towels are 1 and ½ inches, we need to order 1 and ¾ inches.
2. New soap dispensers - reason: price.
3. Jonathan Ambrose will be supervisor for the custodians. There is no supervisory custodian. This was done to cut back on cost of contract.
4. Walkie-talkies will be provided to lead custodian maintenance worker, and director of the student union for communications.
5. Work hours: Monday-Friday two custodians will work from 5:30am to 2:30pm and one will work from 12:00pm to 9:00pm. The evening custodian needs to be a responsible individual that is self-motivated and highly trustworthy. This individual will be cleaning all offices after hours so confidentiality becomes crucial.
6. Student Union will provide small carpet extractor, a rechargeable high-speed buffer, and a ride-on 26 inch automatic scrubber. All three machines are Betco products and all employees will be trained on site by a representative.
7. Terrazzo floors = 30,000 square feet VCT Tile floors =
7,800 square feet Carpet = 8,200 square feet
Outside = 25,000 square feet